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ABSTRACT

Intended to serve as suggested guidelines for library and information services in state agencies, this manual was prepared for use by administrators, librarians, and other agency staff. The first section provides information for the agency director on state agency libraries and their administration, personnel, the librarian's role, facilities and location, budget, collection, services, accountability, reports, and interlibrary cooperation. This is followed by an outline of issues and concerns in library planning. Extensive information provided on the organization of the state agency library covers technical processes, acquisitions, selection of documents, the vertical file, collection classification, cataloging, and weeding the collection. Guidelines for administering the agency library cover materials loan and interlibrary loan, copyright law, users with vision problems or physical disabilities, and annual reports. Focusing on library use, the final section considers reference databases, publicity, library maintenance and procedures, and the importance of the agency library. Eight appendices include a list of local and state resources, Council of State Agency Libraries bylaws, a list and map of regions of cooperation, rules for filing catalog cards, information for ordering the United States Government Books Catalog, a table of frequently used measurements for library space planning, and a list of sources of equipment and supplies. (LMM)

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A MANUAL ON LIBRARY SERVICES

FOR

STATE AGENCIES OF MICHIGAN

1983

Prepared by

Elizabeth Lindsey
Institution Consultant

Michigan Department of Education
State Library Services

IR052955

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PREFACE

The manual on library services was prepared for the use of administrators, librarians, and other staff by the institution consultant. It is not intended to be a definitive textbook but to serve as suggested guidelines for library and information services in state agencies.

While there is recognition that automation will or may play a role in state agency libraries and the librarians are urged to investigate, no attempt has been made to describe the various methods in detail.

Specific assistance was contributed by: Bonnie Gasperini, president of COSAL* and director of Library Services, Ypsilanti Regional Medical Hospital; Paula Vincent, vice president/president elect of COSAL and librarian, Highway Safety Planning, Department of State Police; and Ellen McCarthy, COSAL board member and librarian, Department of Civil Rights.

State Library staff who offered ideas and editing skills were Richard Hathaway, Edith Jamsen, Anne Diamond, Ilene Schechter, Charles Wolfe, Marlene Thayer, Richard Lucas, and Mabel Grannis.

COSAL members were forwarded copies for input.

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*Council of State Agency Libraries

I

FOR THE DIRECTOR

OF

THE AGENCY

STATE AGENCY LIBRARIES

The size of any state agency library collection depends upon the amount of material available that is pertinent to the organizational needs.

Each organized state agency library should develop a statement of purpose in accord with the goals and objectives of the agency.

Before a library is organized or during the evaluation of an existing library, these questions should be asked:

Why does the library exist?

Are there other libraries offering the same information?

Can this information be obtained easily and promptly from these libraries?

Who will be in charge of the library?

What is the librarian's role?

How will the library integrate with other state agency libraries and the State Library?

How is accountability established?

Administration

The state agency librarian should report to an administrator of the agency. Regular meetings should be scheduled to cover

Reports of the librarian's activities and needs

Specific directions from the administrator

Ongoing program activities of the agency

Any planning decisions for the library shall involve the head librarian. This includes

Budgetary matters

Collection development

Library staff

Physical facilities

Bibliographic and physical control of the collection and its access

Staff development and training

An advisory committee made up of persons within the agency ought to be created. A State Library staff member could be called on for assistance and/or to be a member.

Personnel

The state agency library should be administered by a qualified librarian.

Definition - professional librarian
Fifth year degree - a masters in library science from a library school with an accredited library program. This person ought to have knowledge of audio-visual materials and equipment.

In interviewing the potential librarian, the administrator ought to ascertain if the individual combines these characteristics:

Enjoys working with people

Possesses management and organizational skills

Is alert to library trends

Has an awareness of technological developments

Shows interest in learning new subjects

Responsibilities and authority of the librarian should be defined in writing. The librarian should be paid commensurate with his/her professional experience, education, and responsibilities.

The head librarian should be responsible for the selection and training of other staff members. The number of staff depends on the size of the library and the demands of the agency. A secretary is an essential staff person.

Administrators should encourage professional and support staff to participate in staff/professional development through inservice training, workshops, and other programs.

It is particularly important for professional staff to be involved in professional organizations concerned with their specialties.

The Librarian's Role

The library ought to be considered an essential part of the agency. In order to be responsive to staff needs, both present and future, the librarian needs to be present at staff meetings and planning sessions. Meeting agency personnel, individually and in groups, is important; and the librarian is to be encouraged to participate professionally and socially with other staff.

Facilities and Location

These factors should be considered:

- Location should be convenient for users.
- Adequate space for the facility ought to be provided so that users will have ample study areas and comfortable seating.
- Staff should have adequate work space and equipment.

Questions to be asked are:

- Does the facility allow a logical shelving pattern for all kinds of materials?
- Is there adequate lighting?
- Are photocopying facilities available?

Budget

The library should have a distinct budget identity. The budget should provide adequate funds to

- Insure a well-qualified staff and a collection meeting the needs of the agency.

Preparation, presentation, and management of a budget is primarily the responsibility of the head librarian in conjunction with

- Administrator
- Advisory Committee
- Staff

Collection

A written selection policy should be prepared by the head librarian.

This should reflect the goals and objectives and activities of the agency. It should define

- The clients using the library.
- The scope of the collection.
- Criteria for selection of materials.
- Policy on gifts.
- Procedure for discarding materials in the collection.
- Procedure for periodic inventory.

Selection of material should be at the discretion of the head librarian with input from library users.

To do this:

The library should have appropriate book selection aids.

Reference books relevant to the purposes of the agency should be purchased.

The collection should be organized in a logical and systematic manner to enable persons to obtain information or retrieve desired material quickly and easily.

Centralizing materials is essential in effecting general accessibility of all sources of information.

If some of the collection is to be placed in individual offices, the librarian should receive the materials first so that these can be identified and located easily as well as cataloged.

Services

The library should provide these services:

Circulation of materials

General reference

Research services

Bibliographies

Literature searches

Abstracting

Database searches

Interloan service

User education

The librarian should be able to locate the information in the library or know where it can be located.

Dissemination of information regarding the library should be

On a regular basis

Through current awareness lists

By bulletins and

With visits to and by agency personnel

Orientation in library use to new employees should be provided on an ongoing basis. Orientation for long-term staff should be scheduled on a less frequent basis.

Accountability

An ongoing evaluation of services is to be maintained. These questions should be asked:

Who is supposed to be served?

Are these persons being reached?

If they are not, what are the reasons?

( ) The inadequacy of the collection

( ) Inadequacy of the facility

( ) Lack of staff

( ) Lack of agency interest and support

( ) Inadequacy or lack of equipment

Reports

Data should be collected so that reports can be written, e.g.:

Number of questions received

Type of services offered

Outreach program (description)

Relationship with other libraries

Circulation of materials

Reports on achievement of objectives (or lack of achievement)

Levels of staff served

Needs assessments should be conducted periodically.

Interlibrary Cooperation

Sharing resources and information and cooperative arrangements for collection development should be an essential element in the development of the library

To avoid unnecessary duplication.

To use state resources wisely.

To extend information resources.

To ensure full utilization of collections.

Union lists of periodicals, union catalogs of state agency libraries, and other cooperative ventures are necessary in order to create easy access to materials and information and are to be encouraged.

II

PLANNING FOR LIBRARY SERVICES

PLANNING FOR LIBRARY SERVICES

As the librarian of a state agency library, there are a number of challenges ahead. The issues that are to be faced should be considered and understood. Not every one can be anticipated, but here are a few to examine:

Issues

What is the purpose of the library?

Are the objectives clearly stated?

Where does the library fit into the hierarchy of the department? In the state organization?

Is the department committed to ongoing library service on a permanent basis?

Has the administrator clarified your position?

In relation to the staff of the agency?

Are the responsibilities and authority clearly defined?

Do you have other duties in addition to the library?

Who is the library designed to serve?

Will the library be open to clerical persons in addition to the program administrators, consultants, and other agency heads?

Will the library serve persons outside the agency?

Does the library have a budget identity?

Who prepares this?

Does the librarian have final authority over purchases for the library?

Where is the library located?

How much room is allocated for materials?

Is it conveniently located for agency staff use?

Are you as the librarian

Aware of technological advances?

Can you implement any of these for use in the library?

Does the agency have a commitment to technologies?

What is your commitment to continuing education?

What is your relationship to other state agency librarians?

Keys

Keys in answering these issues:

Understand the hierarchy.

Plan your program.

Consult the appropriate persons.

Confirm the decision in writing.

Proceed intelligently.

Be sure of your own suggestions.

Be firm, courteous, pleasant.

Check Other Resources

Be aware of local and state resources (Appendix #1)

Contact COSAL (Council on State Agency Libraries) (Appendix #2). Staff at the State Library will be aware of COSAL officers.

Check with staff at the Michigan Department of Education, State Library Services (Appendix #3).

Consider using the regional areas of cooperation. These are multitype library groups formed for resource sharing (Appendix #4).

Call on other librarians for assistance, information, and ideas.

Library Advisory Committees

Library advisory committees are established

To assist in formulating library policies.

To inform the librarian about activities within the agency.

To promote the development of the library's collection and services.

To offer ideas regarding selection, programs, and other library projects.

To promote cooperative efforts and understanding.

The wise librarian knows that suggestions emanating from groups are often more successful than an arbitrary decision by one person. It is also good public relations to work with an advisory committee.

How is the library advisory committee created?

Discuss the idea with the administrator.

Spell out the reasons for such a committee.

Suggest the composition, making sure that the selection reflects a diversity of staff and areas of the agency.

After the administrators agree, the librarian should send the following information to the administrator:

Members of the committee

Schedule of meetings

Minutes of the meetings or a summary

A library advisory committee should

Be conducted in a businesslike manner.

Address worthwhile topics.

Be chaired by the librarian.

All ideas should be examined by the librarian before dismissing any as worthless since a library advisory committee is created to offer different points of view.

Decisions on committee's suggestions are to be cleared with the administrator before any actions are initiated unless the administrator has authorized the librarian to act without clearance.

Selection of Materials

Decisions on the type of materials for the library are important and should be based on the goals, objectives, and activities of the agency.

Questions that need to be answered:

What are the statutory responsibilities of the agency?

Concomitantly, what are the basic needs of those being served?

What subject areas have highest priority if resources are limited?

Selection Policy

A selection policy is developed by the librarian and discussed with staff specialists and the advisory committee.

After the policy is agreed upon by these persons, forward it to the administrator for information (and/or authorization).

Included in a selection policy are:

- Identification of the types of information being collected.
- Identification of media selected.
- Scope of the library.
- Limitations of the collection.
- Individuals responsible for selection of materials.
- Selection tools utilized.
- Disposition of gifts.
- Weeding (discarding) the collection.

A written statement of the agency's policies will allow

- Continuity of program if there is a change in staffing.
- Protection for staff if there are questions regarding selection or disposition of materials.

III

ORGANIZING
THE
STATE AGENCY LIBRARY

Organizing the Library

In order to have a useful library, the librarian should possess organization and management skills and be able to transmit the knowledge and ability to staff.

Review the materials already collected.

- Are they all pertinent to the library's objectives?
- Are these in logical arrangement in the library facility?
- Have they been classified or arranged for proper access?
- Should the method of organization be retained?

A change should only be made if the organization is cumbersome or impractial.

- Is there a card catalog or index?
- Can the material be located easily if the librarian is not present?
- Clear instructions--easily visible--should be placed near the catalogs and near special collections.

Remember that individuals using your library are specialists who vary in their ability in using the catalogs just as much as the public library patron.

Are there private office collections?

- Can these be retrieved?
- Do you have any chance to check these in when they arrive?

or

Should all materials be centralized or integrated?

Look at your surroundings.

- Is the space assigned adequate for the material already on the shelves?
- Does the space allow for expansion?
- Are there tables for persons' use for reference work?

Work areas.

Is there an alcove or room available for processing materials and for other routines?

Has office space been provided for staff?

The librarian may wish to consider using retrieval methods other than a card catalog. These could include online databases, microform catalogs, microcomputers, etc.

Card Catalog

However, if the library is organized with a card catalog, these figures might be useful.

You can estimate that each of your nonfiction materials will average five cards.

The average 17" length card tray will hold 1,000 cards per tray.

Smaller catalog units come in five trays width, in groups of 5, 10, or 15.

When you choose the location for the card catalog, ask

How can this catalog be made accessible to the most persons?

Will there be space for a table nearby? Persons enjoy sitting down to examine a tray.

Are there clear, visible directions for using the card catalog?

Will there be other types of catalogs being used as well?

Where will these be located?

Equipment and Shelving

These items could be considered basic for all libraries.

- Card Catalog
- Microfiche Reader
- Study Carrels
- Tables and Chairs
- Index Table
- Book Trucks
- Circulation Desk
- Newspaper Rack
- Vertical File
- Dictionary - Atlas Stand
- Periodical Display and Storage Shelving
- Bulletin Board
- Photocopier

Shelving

All shelving should be adjustable to allow for the various formats of media and the multitude of signs of media. Book cases should not exceed 82" in height. Individual shelves for single-faced shelving should be at least 8" in depth. Single face shelving will need to be supported.

A single-faced section is 3 linear feet, and each shelving unit of 82" generally is 7 shelves.

Organization of Materials

Organization of materials includes ordering, classifying and cataloging, and physically preparing library materials and maintenance of the collection.

Ordering

Much of the collection will come from the agency where the library is located. There will be other materials to be requested. These may be:

- Specific titles requested by users
- Periodicals
- Documents from other states, local governments, federal government, or from other countries
- Relevant materials that have been reviewed in journals
- Pamphlets
- Newspapers
- University or conference proceedings on topics relevant to the agency.

Steps in Ordering

If there is a budget and books/materials are to be ordered, these routines should be followed:

Desired titles should be written on separate slips and filed alphabetically.

Include this information:

Author	Cost - List Price
Title	Source of Information
Publisher	ISBN Number
Edition	Copyright Date

Arrange the order the way the dealer (jobber for the state) considers most practical. This order slip probably will come in multiple copies.

Forward order through the proper channels.

Retain a slip for the library order file. Date of order should be stamped on the slip. Arrange alphabetically by title or author.

ISBN Numbers

Book publishers have now established a system to have a unique number for each title. Each item has an International Standard Book Number assigned so each edition of the same book has a new number assigned.

Wholesaler-Jobber

A wholesaler-jobber provides the library with one source of supply for a number of different publishers.

Tip: To save time, maintain a vendor file for items not ordered through the jobber. Information should include

- Name of vendor
- Address
- Phone number
- Contact person

Date the cards so the person using the file will know how recent the information is.

Receiving Materials

When materials are received:

Arrange new materials alphabetically according to the way the orders are filed.

Pull order cards from file.

Check materials against the invoice or list supplied by the dealer to verify accuracy.

Examine the materials for physical defects. Return an imperfect copy in an exchange for a perfect copy before adding ownership marks.

Advise the dealer to cancel out-of-print items. Remove those cards from the on-order file. Inform the appropriate persons in department.

Periodicals

Verify the subscription agency under state contract.

All subscriptions should be placed at once (if possible) so they expire at the same time of year, usually at the end of a calendar year. Forward orders through proper channels. The librarian may be able to place the entire subscription order on a microcomputer.

If problems occur such as not receiving current issues, write immediately to the agency. Periodicals go out of print rapidly.

Periodicals - Receiving

Periodical record cards are available from any library supply house for weekly, monthly, or daily subscriptions. See the following page for examples.

These cards are to be arranged alphabetically and should contain the following information:

Title	Frequency
Agent	Subscription Date
Address	Nos. Per Volume
Bound	Volumes Per Year
Year	In Bindery
	Microfilm

Date of entry is placed in appropriate square. Usually, these cards are placed in a visible file.

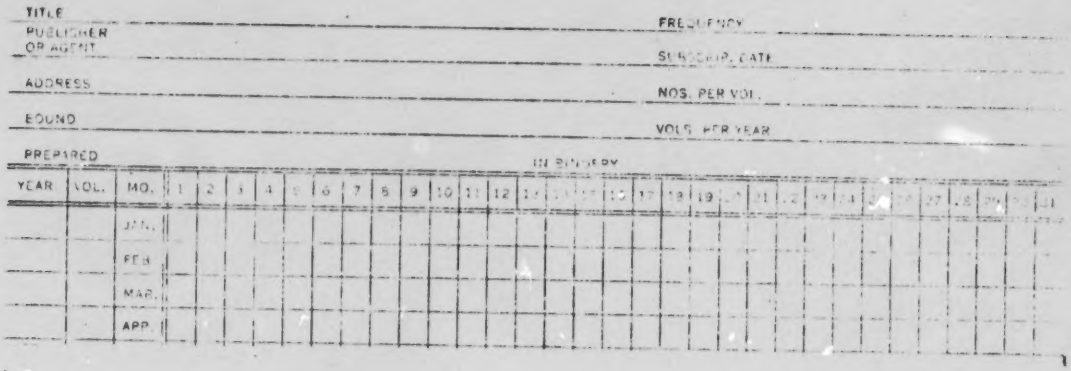
Investigation of an automated check-in system may be in order.

When a claim is forwarded (either to publishers or agency) provide title, volume, issue, and date of the item in question. It is also important to indicate the date the subscription was placed and the term for which the subscription was to run.

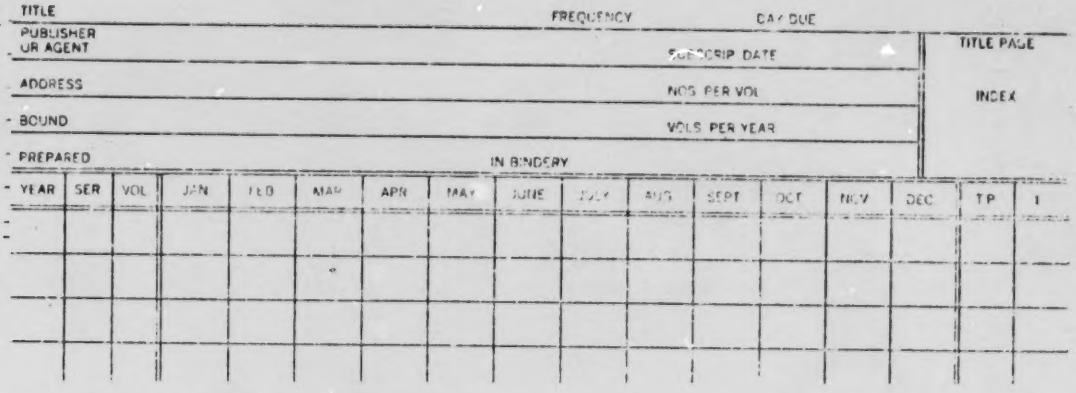
There may be other problems in regard to periodicals such as change of title and numbering sequence without notification. Constant attention to the details at check-in is essential.

EXAMPLES OF PERIODICAL CARDS

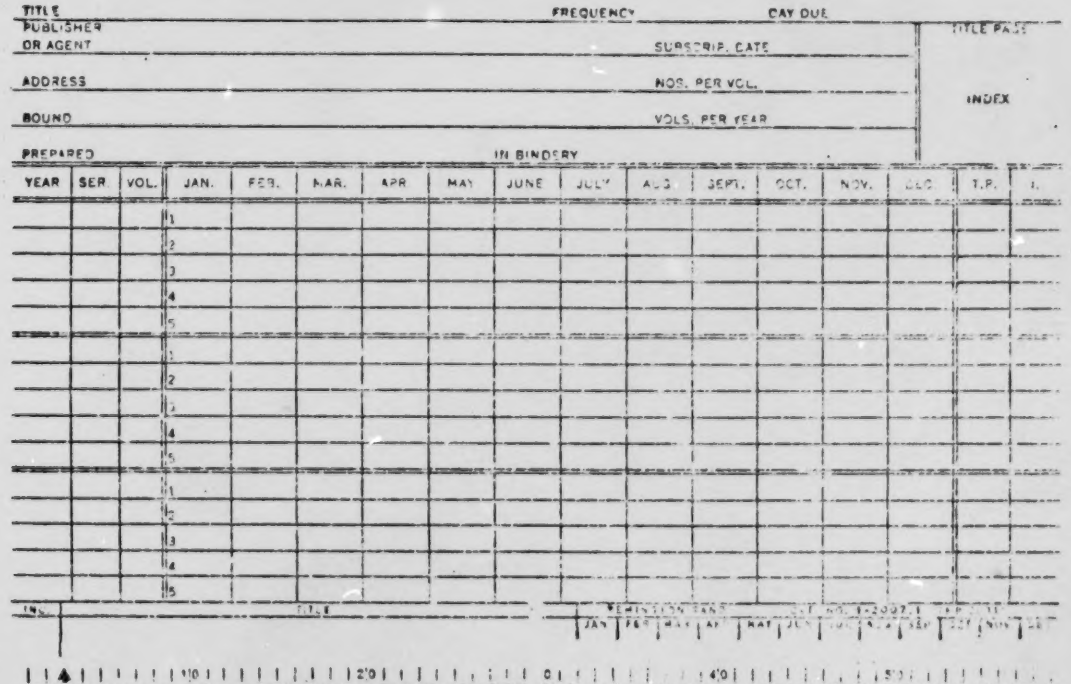
Daily



Monthly



Weekly



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Miscellaneous Order Information

There will be some items that are automatically received or are special subscriptions. A record should be maintained so that questions can be asked if these are not received.

The librarian may need to request materials, equipment, and supplies on an individual basis. Follow the requisition procedure appropriate to the agency.

Free materials can be requested by letters without following the purchase order routine.

However the orders are placed, order slips should be maintained.

Documents - Definition

Any printed or processed paper, book, periodical, pamphlet, or map originating in, or at the expense and by the authority of, any office of a legally organized government.

There are local, regional, state, and federal document publications.

Selecting Federal Documents

Several guides are available to current federal publications that will aid in verifying and selecting documents. The State Library owns all of these. The most complete is the

Monthly Catalog of United States Government Publications

Entries in the Monthly Catalog provide full bibliographic information, including prices, and are indexed by author, title, subject, series/report, stock number, and title key word.

The catalog also is available online through DIALOG and BRS (Bibliographic Retrieval System) database vendors.

Selection Tools

The Publications Reference File (PRF) database serves as a price list for documents currently available from GPO. The PRF is arranged by stock number, SuDocs Classification number, and subject/title keyword. Entries provide full bibliographic information, including prices. The PRF is available in microfiche and online.

U.S. Government Books, a new quarterly catalog distributed free, will cover 1,000 best sellers available free of charge. Orders must be placed within the quarter, however, to remain on the mailing list. See Appendix 5 for copy of card to request the catalogs.

New Books, a bimonthly publication replaced Selected U.S. Government Publications and is geared to librarians and institutions. In order to remain on the free mailing list, a library must order at least once a year.

Bibliographic control of federal documents differs from that of trade publications. A title or subject alone may be insufficient to locate a document; issuing agency, publication date, and series/report data often are necessary also. Not all federal publications are included in the three bibliographies listed above. Specialized indexes, bibliographies and finding aids may need to be consulted to locate the majority of Congressional publications and reports published by the National Technical Information Service (NTIS) and the General Accounting Office (GAO), and many other items. Contact a depository library if you need assistance. These are discussed on page 20.

Purchasing Federal Documents

Request federal documents published by the GPO (Government Printing Office) by stock number. Orders must be prepaid, with checks made out to the Superintendent of Documents.

Alternatively, you may establish a deposit account with an initial prepaid deposit of at least $50. Send orders and deposit account requests to:

GPO Bookstore
Suite 160, Federal Building
477 Michigan Avenue
Detroit, MI 48826

Checks must be made out to Superintendent of Documents.

Acquisition of Federal Documents

The librarian should follow the order procedure required by the agency.

Complete a multitype order slip, making sure that one copy is retained for your order file.

Interfile orders for documents and other publications.

Accessibility of Federal Documents

Many federal documents are available free. Be sure that you check with the issuing agencies or your representative in Congress first. If you wish to borrow rather than buy documents, contact a regional or selective depository library.

Depository Libraries

Regional and selective depository libraries routinely receive a large selection of federal documents, and these are available to all citizens.

Regional depositories receive all documents designated for depository status. (Not all federal publications are depository items. In the Monthly Catalog, depository items are indicated by a large black dot before the item number. Depository libraries can receive nondepository items by special arrangement.) There are two regional depositories in the state:

Detroit Public Library
5201 Woodward Avenue
Detroit, MI 48202
(313) 833-1409

Michigan Department of Education
State Library Services
P.O. Box 30007
735 East Michigan Avenue
Lansing, MI 48909
(517) 373-0640

Selective depository libraries receive only the documents they choose from a list of documents designated for depository status. There are more than 45 selectives in Michigan.

Michigan Documents

The librarian should be aware of publications created by the agency or department. These will be important materials for the library collection.

It is also important for the librarian to know that the State Library has been designated the central depository for all state documents (Section 397.56 Michigan Compiled Laws), Section 6, Act 28 of the Public Acts of 1895 rev.)

Section 6 "Each state official, state department, state board, state commission, and state agency which issues or publishes a public document shall furnish to the State Library a minimum of 75 copies of each document issued in printed, mimeographic, or other duplicated form, which is not issued solely for use within the issuing agency. Additional copies of each public document shall be supplied upon request of the state librarian."

Copies are distributed in the following manner:

3 copies are kept on permanent file at the State Library

67 copies are distributed to Michigan Depository Libraries and select depository libraries in other states

Documents can be interloaned from the State Library or a depository library.

The State Library publishes on a quarterly basis Michigan Documents. This is a listing of all Michigan documents received at the State Library and is indexed by

Title

Agency

Subject

It is available to agency libraries on microfiche.

State Documents

Documents from other states are available from the issuing agencies. The Library of Congress publishes a select list, Monthly Checklist of State Publications.

Individual states often issue complete lists of publications through their state libraries. The State Library in Michigan maintains a collection of most other states' publications lists.

Vertical File

A vertical file is a collection of pamphlets, clippings, and pictures kept in a filing cabinet and arranged for ready reference, generally by subject and is important for several reasons:

It provides up-to-date information.

Most materials included are inexpensive.

These materials can be handled economically.

Arrangement of Materials for the Vertical File

Vertical file material should be put in manila folders with subject headings printed on the tab. Subject headings should agree with those used in the catalog. Folders are arranged alphabetically by subject.

The librarian may elect to

Place a card in the catalog indicating that there are pamphlets available on the subject as well.

or

Make cards on each subject assigned and file separately.

Preparing Materials for the Vertical File

In most cases vertical file materials can be considered ephemeral, and not too much time should be spent on processing them.

The following information probably should be noted on each piece:

Date or receipt of material

Identification of library

Subject heading

Clippings should bear names of newspaper or periodical and date of issue and the page number

There are some items that may be placed in the vertical file and retained, and this is a decision that must be noted in the file. The librarian should remember that vertical file materials date rapidly, and the collection should be kept current by weeding (discarding) regularly. Be careful not to discard those materials which have been noted as important.

Classification of the Collection

Libraries are generally organized by subjects or classes. This is referred to as classification.

Two classification schemes most commonly used in the United States are Library of Congress and the Dewey Decimal Classification. Both sort materials according to subject.

Dewey: divides human knowledge into ten major classes with numerical symbols

Library of Congress (LC): divides into 23 using a combination of alphabet and numbers

Dewey Decimal Classification

All knowledge is divided into ten classes. These classes are:

000 General Works	500 Science
100 Philosophy	600 Useful Arts
200 Religion	700 Fine Arts
300 Social Sciences	800 Literature
400 Languages	900 History

The ten classes can be divided into ten sections, each of which can be further subdivided decimally.

In the Dewey classification, each digit stands for a subject or phase of a subject. The classification number is made up of at least three digits, the first indicates one of the broad fields of knowledge; the second, a major subdivision of that field; the third, a phase of that subdivision. For example:

900 - History - General
970 - History - North America
977 - History - North America - Lake States

To be more specific in a subject, more digits can be added to the right of a decimal:

977.4 - History - North America - Lake States - Michigan
977.43 - History - North America - Lake States - Michigan - Detroit

The State Library can provide circulating copies of the Dewey Decimal Classification for temporary use.

Library of Congress Classification Outline

An LC Classification Outline is for sale by the Cataloging Distribution Service, Library of Congress Building 159, Navy Yard Annex, Washington, DC 20541. The general classification schedule is listed here:

A	General Works
B-BJ	Philosophy * Psychology
BL-BX	Religion
C	Auxiliary Sciences of History
D	History: General and Old World (Eastern Hemisphere)
E-F	History: America (Western Hemisphere)
G	Geography * Maps * Anthropology * Recreation
H	Social Sciences
J	Political Science
K	Law (General)
KD	Law of the United Kingdom and Ireland

KE	Law of Canada
KF	Law of the United States
L	Education
M	Music
N	Fine Arts
P-PA	General Philology and Linguistics. Classical Languages and Literatures
PA Supplement	Byzantine and Modern Greek Literature. Medieval and Modern Latin Literature
PB-PH	Modern European Languages
PG	Russian Literature
PJ-PM	Languages and Literature of Asia, Africa, Oceania. American Indian Languages. Artificial Languages
P-PM Supplement	Index to Languages and Dialects
PN, PR, PS, PZ	General Literature. English and American Literature. Fiction in English. Juvenile Belles Lettres
PQ Part 1	French Literature
PQ Part 2	Italian, Spanish, and Portuguese Literatures
PT Part 1	German Literature
PT Part 2	Dutch and Scandinavian Literatures
Q	Science
R	Medicine
S	Agriculture
T	Technology
U	Military Science
V	Naval Science
Z	Bibliography. Library Science

State agency libraries often modify one of these systems to meet their needs or adapt a system already available. An example from the Highway Safety Planning Division of the State Police follows. You'll note that computer retrieval by subject would be easy as you read the description.

Highway Safety Planning Classification Scheme

The OHSP classification scheme was adapted from the system developed by the University of Michigan Highway Safety Research Institute. It was designed to organize a collection of highly technical information on the subject of highway safety.

There are 22 major subject divisions, each designated by a different letter and, further alphabetic coding for subdivisions within these major headings. The major subject divisions are as follows:

B Materials
C Roads/Ways
D Vehicles
E People
F Society
G Traffic
H Traffic Regulation/ Traffic Control
I Services
J Accidents
K Geographical Space
L Chronometry
M Weather
N Physical Aspects
O Biomedical Aspects
P Human Factors
Q Educational Aspects
R Legal Aspects
S Socioeconomic Aspects
V Disciplines
W Methods/Tests
X Equipment/Facilities
Y Program Types/Report Formats

In this collection documents are shelved by accession number, and the card file is the only classified access to materials. Thus "browsing" must be done in the subject file.

Another unique feature of this collection is that the card catalog is made up of 5" X 10" cards. Each card contains all essential information about the document (i.e. title, author, corporate author, sponsor of study , report number, and appropriate subject headings). All catalog cards are identical. A red underline is used to designate where a card should be filed.

Within each small subdivision, cards are arranged by date (rather than alphabetically by author or title); thus the most recent studies are filed first and can be located quickly. This latter feature is quite valuable in a small, specialized, research-oriented collection where one is constantly searching for the latest information available on a subject.

The following is a typical card entry.

*Corporate Author Code**

Accession Number

JMMUMM-CI

OHSP-00025

Stewart, J. R./ Stutts, J. C.

A categorical analysis of the relationship between vehicle weight and driver injury in automobile accidents. Final report.

Highway Safety Research Center, Chaptel Hill, NC.

31 May 1978. 90 p. 15 ref. figs. tables.

Sponsor: PBZTEF National Highway Traffic Safety Administration, Washington, DC.

Note: Report covers the period of June 30, 1977-May 31, 1978. Released March 1979.

DECD	Automobiles by Size, Weight
EA	Age
JE	Single-Vehicle Accidents
JF	Multiple-Vehicle Accidents
JLI	Injury Causation/ Injury Patterns
JLID	Injury Prediction
NTLC	Crash Speed
PDDS	Safety Belt Usage
WNBS	Predictive Modeling

*Corporate Author Code**

*Subject Codes**

*These alphabetic codes were designed in such a way that this classification scheme could be easily converted to computer data base form.

Other Schemes

An original classification scheme can be created, but generally it is recommended that the librarian check the various publications for suggestions of classification schemes. The State Library maintains a library science collection which offers examples.

Cataloging the Materials

Locating materials in the library for or by the user is an important part of the organization of the library. The method of classification described for the collection at Highway Safety Planning indicates how essential a catalog is.

A catalog is intended to be an index to the library's holdings. Each book or other types of materials should be represented by an author and title entry and usually a subject entry or entries.

These entries can be arranged in one alphabet or into sections. These sections could be:

1. Author 2. Title 3. Subjects

or

1 Author & Title 2. Subjects

Whichever is done, the catalog should be kept up to date so that it is an accurate reflection of the library's holdings.

Some catalogs are on microfilm or microfiche rather than cards. These are known as COM catalogs. The Legislative Service Bureau has an online automation system that was developed in-house. It can be searched by author, title, and subject, and any other field in the record. Lansing Community College Library, in tandem with Lansing Public Library, are examples of libraries making use of the computers purchased from a vendor for circulation and cataloging. Retrieval is by author and title. The librarian should consider whether these approaches would be appropriate for the agency.

The Catalog Card

If the library maintains a card catalog, catalog cards may be ordered from a jobber or an order source. Each card describing a book or other material will contain the same basic information. This is known as a unit card.

There may be other systems used for the cataloging process, but the information needed for the user will remain the same.

Basic information should include:

- Call number (classification number assigned and any other letters or numbers placed on the book or material for identification)
- Author(s) name (last name first)
- Title
- Edition
- Publisher
- Date of Publication

Other items may be added if desired, such as

- Place of publication
- Number of pages
- Name of any series of which the publication is a part

In case the library agency prepares the cards, the librarian may not wish to repeat all of the information on each card representing one book. However, the basic information should appear on the shelflist and/or author entry. Definitions and descriptions of these terms follow after this caution:

> All cards should be typed carefully and accurately and be uniform in spacing so that the catalog will present a neat, consistent appearance.

Most books are represented in the catalog by at least three entries so that they can be located by the author, title, or subject.

Shelf List

In addition to the entries in the catalog, the library usually maintains a shelf list, and this consists of a series of entries arranged in the same order as the materials are placed on the shelves.

The shelf list is a basic and formal record of the library's holdings and is useful for inventory purposes. Numbers of copies and price of the publications are usually noted.

Main Entry

The author entry is called the main entry and is usually similar to the shelf list. Prices and copies and other inventory information are omitted, however.

Tracings

At least one of the entries, usually the main or shelf list, should indicate the other entries for that book or material such as title and subject headings. The list is referred to as tracings and may be placed at the bottom or reverse of the card (if these are being used).

Subject Entry

Books about a specific subject should be described by subject entries. If the book has only one subject, it needs only one subject entry. If there are two or more subjects, the librarian should decide how many additional subject entries are needed.

Subject entries are placed above the author's name in CAPITALS or in different color type.

Choice of subject headings should be precise and consistent. Sears List of Subject Headings, H. W. Wilson, or a list of subject headings published by an organization which would be relevant to your agency will indicate preferred headings.

Cross References

Sometimes the user may request these subjects by other headings or topics. The librarian may wish to use a cross reference (see reference) from those particular topics to the preferred subject heading.

See Also

Another type of cross reference is referred to as a "see also". After the user checks a specific subject, there could be an entry indicating related subjects. "See also" entries are only placed in the catalog if there are materials represented on these topics.

Title Entry

The title entry may be exactly like the main entry except that the title is added on the top line. Almost all books need a title entry.

Examples of Library of Congress cards used at Ypsilanti Regional Psychiatric Hospital Library are shown on the next pages:

EXAMPLES OF CATALOG CARD ENTRIES

Shelf List

RC
455
H24

Halleck, Seymour L
The politics of therapy [by] Seymour L. Halleck. New York, Science House [1971]
283 p. 24 cm. $10.00
Bibliography: p. 255-267.

1. Social psychiatry. 2. Psychotherapy. I. Title.

RC455.H24 616.89'14 79-140099
ISBN 0-87667-038-4 MARC

Library of Congress 71

Main Entry

RC
455
H24

Halleck, Seymour L
The politics of therapy [by] Seymour L. Halleck. New York, Science House [1971]
283 p. 24 cm. $10.00
Bibliography: p. 255-267.

1. Social psychiatry. 2. Psychotherapy. I. Title.

RC455.H24 616.89'14 79-140099
ISBN 0-87667-038-4 MARC

Library of Congress 71

Subject Entry

Social Psychiatry

RC
455
H24

Halleck, Seymour L
The politics of therapy [by] Seymour L. Halleck. New York, Science House [1971]
283 p. 24 cm. $10.00
Bibliography: p. 255-267.

1. Social psychiatry. 2. Psychotherapy. I. Title.

RC455.H24 616.89'14 79-140099
ISBN 0-87667-038-4 MARC

Library of Congress 71

EXAMPLES OF CATALOG CARD ENTRIES

Subject Entry

Psychotherapy

RC
455
H24

Halleck, Seymour L

The politics of therapy [by] Seymour L. Halleck. New York, Science House [1971]

283 p. 24 cm. $10.00

Bibliography: p. 255-267.

1. Social psychiatr 2. Psychotherapy. I. Title.

RC455.H24 616.89'14 79-140099
ISBN 0-87667-038-4 MARC

Library of Congress 71

Title Entry

The Politics of Therapy

RC
455
H24

Halleck, Seymour L

The politics of therapy [by] Seymour L. Halleck. New York, Science House [1971]

283 p. 24 cm. $10.00

Bibliography: p. 255-267.

1. Social psychiatry. 2. Psychotherapy. I. Title.

RC455.H24 616.89'14 79-140099
ISBN 0-87667-038-4 MARC

Library of Congress 71

See Also Card

THERAPY

See also

PSYCHOTHERAPY
GROUP PSYCHOTHERAPY
SOCIAL PSYCHIATRY

AACR2

Agency librarians ought to be aware of AACR2 (Anglo American Cataloging Rules 2nd ed.). These rules will affect descriptive cataloging, form of name, and choice of entry.

Subject Headings

Subject headings

bring unity to the catalog since all materials on a subject will be brought together.

assists the user who is not always aware of author and titles.

Assigning Subject Headings

To determine subject headings, the librarian needs to examine the book (or materials) carefully since the title may be misleading. Look at the introduction, table of contents, index, and scan the text. For A-V materials, view or listen to the contents.

Be as specific as possible in assigning subject headings.

For example: If a book is on modern dance, the subject heading would be entered under MODERN DANCE rather than the general subject of DANCING.

or

If the book is solely about apples, the subject heading would be APPLES rather than the general subject of FRUIT.

More than one subject can be used for a title, if the librarian considers that extra entries would aid the user.

Aids for Subject Headings

Guides to subject lists are available for librarians so that lists would not have to be created for the one library. Two sources are:

Sears List of Subject Headings 12th ed.

Library of Congress Subject Headings

There are others that are useful, e.g. Hennepin County Library, Edena, Minnesota, issues useful guides.

Whatever the source is used for subject headings

Be consistent in your use of the headings.

Keep track of the subjects used.

Follow instructions of the sourcebook.

Filing Catalog Cards

Cards for new books or A-V materials (either prepared by the librarian or by the jobber) are to be arranged in order in which they are to be filed.

Shelf list cards are filed in the same order as the books are placed on the shelves. All other catalog cards are interfiled by

author, title, and subject headings in alphabetical order

or placed in two files by

1. author and title 2. subject headings

or three files

1. author 2. title, and 3. subject

The American Library Association published ALA Filing Rules in 1980 which are intended to be applicable with AACR2 and computer principles. The State Library COM Catalog employs these.

Perhaps these rules are not being applied in the agency library. This does not matter as long as there is organization and consistency.

Appendix #5 offers examples of simplified rules for filing based on the 1968 edition of the American Library Association's Rules for Filing Catalog Cards.

Processing

Processing of materials may include:

Labeling - ownership and shelf labels

Preparing and inserting pockets, etc.

Attaching plastic jackets to books

Preparation and packaging of audio-visual material

Processing routines will depend on the needs of circulation. Each should be as simple as possible.

Book Cards and Pockets

If the librarian uses cards and pockets, the following information should appear on each:

Call number

Author's name

Title

Copy number

Book cards and pockets may be placed in the front or the back of the book. Whichever is chosen, be consistent in practice.

Inventory

Definition: Inventorying a collection means to take stock of materials on hand. The main reasons for an inventory are

To check the collection for missing materials.

To provide statistics for the necessary administration reports.

To determine replacements or renewals.

Probably inventory is not as pressing for some agency libraries; but if the collection is not completely centralized, then it does offer a method for checking in materials in other areas. A periodic inventory would prove useful.

To inventory the collection, the librarian checks the shelf list entry against the collection on the shelves and in circulation.

If an item cannot be located, a record must be kept for follow-up activities.

If there is no other copy of the item and the library maintains a card catalog only

Remove the cards from the catalog and shelf list.

Place the cards in a file for a period of time (to be determined by the librarian) since materials often reappear. If the item has not been found after that period, cards may be destroyed.

Weeding the Collection

Definition: Weeding a collection means removing worn, unused, or dated materials from the collection.

Weeding should be a continuous and systematic process.

Rationale for weeding:

Materials are dated and no longer useful.

Space is limited.

Speed of access is increased.

Retrieval is easier and more accurate.

In any weeding project, the librarian should ask

- Is this material still used? How much?
- Is it available elsewhere?
- What is the condition of the material?
- Can the material be replaced?
- Should the information be retained for archival purposes?
- How accurate is the information?
- What do the reference sources indicate regarding the materials?
- What are the state regulations regarding disposal of materials?

Common sense and guidelines developed according to objectives will be the most assistance for librarians.

Procedures Manual

As soon as policies have been developed and routines established, the librarian should place these written guidelines and decisions in a manual. The manual will provide

- Instruction and orientation for new staff members.
- A record of decisions for the librarian and staff.

These decisions and routines need to be reevaluated periodically.

IV

ADMINISTERING THE LIBRARY

The Agency Library

The library exists primarily for service of the staff in the agency. Organization of materials should allow the librarian to provide information, materials, and other services with ease and accuracy.

Fundamental Services of Any Agency Library

- Loan of materials
- Interlibrary loan
- Reference
- Publicizing new material (current awareness)
- Orientation to the library
- Database searches
- Bibliographies
- Research

Loan of Materials

Be certain that there is a written circulation policy. Make sure that this is posted and the information is readily available to staff.

FLEXIBILITY is a key word; however, the librarian should be able to

- Know who has the materials.
- Determine when these materials were borrowed.
- Recall the materials if necessary.

Interlibrary Loan

Libraries cannot afford to acquire all the materials the users might need. The librarian should become familiar with obtaining materials on interlibrary loan.

Make sure you let everyone know that materials can be borrowed from other sources, if these are not available in the agency library. This can be accomplished

- Through signs
- Through memos
- Through other publicity

Interlibrary loan will provide materials, create good will.

Steps in Interlibrary Loan Procedures

Develop an inhouse form which is easily available when the librarian is not present.

Put the forms in a prominent spot so users will know that requests can be made.

Interlibrary Inhouse Information Form

For Books	For Periodical Articles
Author	Author
Title	Title of Article
Publisher	Title of Periodical
Date	Volume
Source of Reference	Inclusive Pagination
Name of Person Requesting	Year of Publication
	Source of Reference
	Name of Person Requesting

Verifying the Information

The librarian (or an assistant) must verify the citations in reference sources prior to requesting interlibrary loan materials. This will ensure accurate and complete information transmittals. Requests will be returned if these rules are not followed.

Bibliographic Information

When the librarian is checking for proper bibliographic information, the following source is often used:

> Books in Print, published annually by R. R. Bowker, is an author and title list of all the books in print in the United States. 4 vols.

The librarian should have this set, and it should be kept up to date. If for some reason this is impossible, sets can be consulted at the State Library. The information is now available on microfiche with new and updated editions issued four times a year. Each quarterly edition will contain forthcoming titles six months prior to publication. The same bibliographic data can also be located through DIALOG.

Requesting the Interloan Materials

Complete a standard multicopy American Library Association Interlibrary Loan Form available from library supply firms.

Make sure that

> There is only one request per form.
>
> Each form is signed by the librarian.
>
> A mailing label is included.

Mail three copies of the form to the institution from which you are requesting the loan

Keep one copy and place it in an ILL request file

Date of request:

Call-No.

D NOTICE OF RETURN RETURN SEPARATELY

INTERLIBRARY LOAN REQUEST
According to the A.L.A. Interlibrary Loan Code

REPORTS: Checked by

SENT BY: ☐ Library rate ☐

Date of request:

Call-No.

C INTERIM REPORT

INTERLIBRARY LOAN REQUEST
According to the A.L.A. Interlibrary Loan Code

REPORTS: Checked by

SENT BY: ☐ Library rate ☐

Date of request:

Call-No.

B REPORT

INTERLIBRARY LOAN REQUEST
According to the A.L.A. Interlibrary Loan Code

REPORTS: Checked by

SENT BY: ☐ Library rate ☐

Date of request:

Call-No.

A REQUEST

INTERLIBRARY LOAN REQUEST
According to the A.L.A. Interlibrary Loan Code

REPORTS: Checked by

SENT BY: ☐ Library rate ☐

Charges $ _____ Insured for $ _____

Date sent _____

DUE _____

For use of Status Dept.

Author (or periodical title, vol. and year)

Title (with author & pages for periodical articles) (Incl. edition, place & date) ☐ This edition only

RESTRICTIONS: ☐ For use in library only ☐ Copying not permitted ☐

NOT SENT BECAUSE: ☐ In use ☐ Non circulating ☐ Not owned ☐

Verified in (or source of reference)

Estimated Cost of: Microfilm _____

Hard copy _____

If non-circulating, please supply ☐ Microfilm ☐ Hard copy if cost does not exceed $ _____

BORROWING LIBRARY RECORD:

Date received _____

Date returned _____

By ☐ Library rate ☐

Postage enclosed $ _____ Insured for $ _____

RENEWALS: *(Request and report on sheet C)*

Requested on _____

Renewed to _____
(or period of renewal)

Note. The receiving library assumes responsibility for notification of non-receipt.

AUTHORIZED BY: _____
(FULL NAME)

Title _____

Records or Files

Records of interlibrary loans are to be maintained. These can be filed by the name of the journal article or book

or

by the name of the requestor.

If the library has a number of interlibrary loans, there may be a reason to set up these types of files:

- Requests Pending
- Materials Received
- Completed Requests
- Items Loaned to Other Libraries

Check to be sure if there are charges.

Returning Interlibrary Loans

- Return the materials on time.
- Be sure these materials are carefully wrapped.
- Send the Interlibrary Loan Form separately--with date of return stamped on form.

Sources for Possible Interloan

- Directly to the Michigan Department of Education, State Library Services or (preferably) through the regional multi-type library areas of cooperation.
- Various networks or agencies with relevant materials to the library.
- Union lists, COM catalogs, OCLC (the Ohio-based library computer network) will offer methods to check the location of materials desired.
- Accuracy and full information are keys to good interloan practices.

Copyright Law

President Ford signed into law October 20, 1976, a bill making the first comprehensive revision of the copyright law in 67 years. Public Law 94-553 became effective January 1, 1978.

The copyright law applies to all libraries, and the following information is pertinent to all institutions:

When requesting copies through interlibrary loan, libraries must indicate whether the item requested complies with:

( ) 108 (9) (2) Guidelines (CCG)

or

( ) and other provisions of copyright law (CCL)

CCG (conforms to copyright guidelines) usually refers to requests for copies of single items from magazines, periodicals, or journals published within five years prior to the date of the request. Only five photocopies from one magazine, periodical, or journal title may be requested during a one-year period by one library. For nonperiodical items, CCG usually refers to five requests or fewer made by one library during a one-year period for photocopies from a single title, regardless of publishing date.

Copying Machines

If there is a copying machine in the library, the following notice is to be posted on or next to the machine:

> "The making of photocopies may be subject to copyright law."

This will protect the library and staff from any infringement made by the library patrons' use of the public access copying machine.

Users with Vision Problems or Physical Disabilities

There may be persons in the agency with vision problems or other physical disabilities. Two regional libraries for the blind and physically handicapped are located in Wayne County and at the State Library. In addition, subregional libraries are available throughout the state.

The Library for the Blind and Physically Handicapped at the State Library responds to the information and resource needs of state employees who are unable to read normal print due to a physical disability by providing materials in specialized format, e.g. braille and recorded on disc and cassette tape. The library has a corps of volunteers who transcribe materials into braille or record them onto cassette tape if requested items are not currently available. Photo-enlarging services are also provided.

The Library for the Blind and Physically Handicapped also assists in inservice training and workshops relating to handicapped issues.

Materials may be loaned to individuals as well as to eligible persons residing in state institutions.

Agency library staff will assist in meeting the information and resource needs of state employees who are unable to read normal print due to a physical disability.

Reports

Statistics relevant to the goals and objectives need to be maintained on a consistent basis. This will provide tangible evidence for the librarian and supervisor.

Some of the library statistics to record and report on are:

- Number of materials acquired.
- Materials cataloged.
- Interlibrary loan requests.
- Interpretation of statistics.
- Report on the facility.
- Professional activities.
- Reference requests.

Annual Reports

There probably will be an annual report required. This should include:

- A statement of the philosophy of the library based on the goals of the agency.
- Specific objectives established during the year and the degree of accomplishment. Officials will be interested in these answers:
  - How did these objectives serve the agency?
  - Were there key results?
  - Were some of the objectives not reached?
  - Why were these not achieved?
  - How did the activities of the operation fit into the objectives of the agency?
  - Future objectives.

V

USE OF

THE LIBRARY

Use of the Library

In establishing a library responsive to the agency needs, the librarian needs to make it as easy as possible for the user to find what they are looking for in the library.

Organize the materials in a simple, logical manner. Neatness and accuracy in shelving and filing are absolutely necessary in organizing a library collection for use. MISSHELVED MATERIALS ARE LOST MATERIALS.

Label shelves, file drawers, and pamphlet boxes clearly and accurately.

Use directional signs for location of certain parts of the collection only if these are not readily seen. Too many signs or directions can be confusing.

Be on hand to give personal assistance in an approachable and courteous manner.

Provide the user with intelligent assistance. Finding the suitable source for the question should be followed by proper guidance, if needed, as to use of the material.

Enable the user to be as self-reliant as possible by showing them how to use reference tools and how to locate materials. Even though some persons prefer to be independent, the librarian ought to be available and willing to assist.

Reference Interview

The librarian is employed by the agency to provide materials and information for staff and others. The information may be in the collection or located elsewhere.

As requests are received, the librarian should know as much about the user's needs as can be ascertained before trying to answer the question.

The librarian ought to know

What the subject is as specifically as possible.

How much information is needed.

When this information is required.

Whether the individual wants a literature search.

After the reference interview, the librarian should check to see if the information is readily available at the agency library.

This search is important. Very few librarians know their collection so well that they can answer every question immediately. Depending on the question, the librarian will investigate

- The card catalog or other retrieval system
- Reference titles
- Indexes

If the information cannot be located at the library, other sources should be considered.

- If the agency library receives the State Library COM catalogs, these should be checked.
- If the state agency is part of a network, there may be a union list available which would indicate where the material might be or other sources.
- Other library or state agencies can assist in providing the needed details.

Another option to consider is a computer database search.

Databases

A database is a collection of information in machine-readable form which is accessible by a computer terminal. There are databases for virtually all topics, from current events, business, economics, and humanities to science, law, and technology.

Types of Databases

There are two basic types of databases: bibliographic and nonbibliographic. Bibliographic databases are analagous to printed indexes and bibliographies in that they provide references to monographs, periodical articles, etc. Some bibliographic databases are direct equivalents of printed reference works, e.g. Magazine Index and Psychinfo (Psychological Abstracts).

Nonbibliographic databases provide the actual information online, not references to other printed sources. These include the U.S. Bureau of Labor Statistics' Producer Price Index and Dun's Market Identifiers. Nonbibliographic may have direct printed equivalents.

Flexibility of Databases

Database searching is flexible. Access points vary with the databases but typically include

- Thesaurus terms
- "Full text" or "natural language (occurance of a word or phrase in the title or abstract)
- Author
- Title

Advantages of Databases

Database searching offers

- Personalized service
- Quicker service

and is

- Generally more precise than manual searching.

Online updates often are available before their print equivalents.

Limitations of Databases

Database searching has limitations, however.

- Search charges can add up quickly. (Currently, the average database search costs approximately $75 per hour, calculated in fractions.) A simple search can cost $8-$10.
- Questions must be precise and not general.
- Few databases are retrospective beyond the late 1960's.

Vendors for Databases

There are several major database vendors, companies which market producers' machine-readable tapes. The State Library has access to five:

- DIALOG (Lockheed Information Retrieval Service)
- BRS (Bibliographic Retrieval Services)
- SDC (System Development Corporation)
- Information Bank II (New York Times)
- WESTLAW (available at the State Law Library)

Each vendor has its own contract terms based on actual usage and offers training.

Reference Interview for Database Search

The State Library staff will run computer searches upon request, passing on the database and telecommunications charges to the requesting agency or patron. If you call, you may be asked typical reference interview questions, including:

A description of the research subject

A list of appropriate terms

A list of concepts not wanted, if any

A list of authors who have published on the subject, if known

Approximate number of citations desired

Whether online or less expensive offline citations are preferred

When material is needed

Maximum budget for the search

Billing name and address

Database - Sample Search

The following sample printout is from Magazine Index, a database produced by Information Access Corporation and available through DIALOG.

The request was to find citations about the funeral industry's charges and marketing techniques, including telephone solicitation and package offers.

Key search terms were selected and "truncated" to retrieve both singular and plural forms of the words. The word funeral was joined with any occurance of: cost, fee, charge, price, telephone, or package.

1655561
Funeral services held for Woodie T. White, tailor. (obituary)
Jet v59 p14(1) March 5 1981 CODEN: JETCA
illustration
ARTICLE TYPE: biography
NAMED PEOPLE: White, Woodie T.-biography;
DESCRIPTORS: costume designers-biography

1607319
Mother charged with neglect: Williams children buried in largest family funeral in East St. Louis' history.
Jet v59 p30(4) Feb 5 1981 CODEN: JETCA
illustration
ARTICLE TYPE: biography
NAMED PEOPLE: Williams, Virginia-cases; Jones, Willie Arthur-attitudes; Officer, Marion-attitudes; Officer, Myrtle-attitudes;
DESCRIPTORS: East St. Louis, Illinois-crime; child abuse-cases; fires-Illinois

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1521572
Planning a funeral at a fair price.
Changing Times v34 p31(2) Sept 1980 CODEN: CNGTA
DESCRIPTORS: funeral rites and ceremonies-costs

1461607
Venezuela's four frozen items: bread, funerals, hospitals, pics (inflation, freeze on admish prices)
Variety v298 p85(2) March 19 1980 CODEN: VARIB
DESCRIPTORS: Venezuela-industries; moving-picture industry--Venezuela

1425880
Bake and shake. (cremation)
Mitford, Jessica
New York v13 p50(3) Jan 21 1980 CODEN: NYORA
portrait
ARTICLE TYPE: biography
NAMED PEOPLE: Denning, Charles-finance;
DESCRIPTORS: cremation-economic aspects; funeral rites and ceremonies-costs; Neptune Society-organization and management

1410377
Ashes to ashes. (funeral charges)
Conway, John A.
Forbes v124 p12(1) Dec 24 1979 CODEN: FORBA
DESCRIPTORS: funeral service-economic aspects; undertakers and undertaking-economic aspects; Neptune Society-finance

1273302
Can you afford to die?
Morgan, Carol
MPLS(Minneapolis) v6 p112(3) Nov 1978
DESCRIPTORS: funeral service-costs; insurance, burial-costs

1067208
Death, here is thy sting. (funeral services)
Wolters, Deborah
Progressive v42 p25(1) May 1978
DESCRIPTORS: undertakers and undertaking-services; funeral service-costs

1057519
What you should know about funerals.
Good Housekeeping v185 p268(1) Nov 1977
DESCRIPTORS: funeral rites and ceremonies-costs

1031586
Two episcopal priests offer a layaway plan that puts the lid on the high cost of dying.
People v9 p71(2) Feb 27 1978
ARTICLE TYPE: biography
NAMED PEOPLE: Wendy, William; Herzog, Robert;
SECTION HEADING: religion
DESCRIPTORS: funeral service-economic aspects; coffins-economic aspects

1024142
The funeral salesmen.
Mitford, Jessica
McCall's v105 p190(5) Nov 1977
DESCRIPTORS: funeral rites and ceremonies-costs

EXAMPLE OF DATABASE SAMPLE SEARCH

Reference Materials

The agency librarian should examine publications upon receiving them. Ask these questions:

- How recent is the information? Check the copyright date.
- What is the purpose of the publication? Read the foreword, preface, and introduction for information regarding arrangement, limitation, or other particular details.
- Is there an index? Try to use it.
- Does the table of contents indicate the scope of the material?
- What sources has the editor/writer used for the basis of the information included?

These questions apply to documents and other materials required. The librarian should be knowledgeable about the agency collection to assist the user.

Publicizing Library Services

The librarian is the key to publicizing the library through the various programs offered the users. There must be:

- Interest in service.
- Enjoyment of meeting and working with people.
- Alertness to materials relevant to the agency.
- Curiosity regarding new ideas or techniques.

Successful current awareness programs depend on the imagination and efforts of the librarian to reach the user.

Reaching the User

Before attempting outreach--current awareness--public relations, the librarian needs to discuss plans with the supervisor, the library committee, or others in the hierarchy to achieve acceptance of the ideas.

- Prepare a leaflet on library services. Include library hours, interlibrary loan services, circulation, etc.
- Create attractive sign(s) and other instructions for use of catalogs, etc.
- Distribute a recent acquisition list regularly.
- Maintain and distribute a current periodicals list.

Write a column on the library in the agency newsletter.

Participate in orientation sessions for new employees.

Write annual reports.

Prepare bibliographies.

Don't forget that meeting people and introducing the library are key factors throughout the workweek.

Emphasize reference and information services in articles.

Route pertinent articles to someone who has interest in particular subjects.

Contacts are important. The librarian sets the tone of service and atmosphere. The librarian is part of the agency staff and ought to participate in all phases of the agency programs, and this includes social events.

Bulletin Boards

If the librarian is fortunate enough to have a bulletin board, this can be a very versatile means of publicity. It can stimulate interest and call attention to resources or services.

Perhaps there is none in the library, but one is available in the agency for the library. Take advantage of the opportunities to advise the staff that the library is an information place and posses information for them.

When a display is planned, it should

Be simple

Convey an idea effectively

Be timely

Be varied in content and material

Whatever is done, be sure these are changed often so that the staff does not ignore the communication.

Maintenance of the Library

As the librarian settles into a routine, the library becomes a familiar presence. Don't forget to check the appearance of the library. Look at it as if you were a new staff member. The appearance and organization are important in public relations.

If there are signs, are these new or fresh in appearance?

Are the materials shelved and organized?

Is the arrangement of furniture and equipment logical and functional?

Does the library offer an inviting, efficient ambience?

Questions

As the librarian works in the library and serves the agency staff, the questions need to be asked regularly:

Why are we performing these routines? Can these be simplified?

Is it possible to use automation for some of the routines?

Are the library policies established still currently useful?

Has the library staff responded alertly to the needs of the agency?

What new materials or services should be offered?

Is the library creating the impact it should?

Conclusion

It is essential in working in a small agency library to bear in mind the size and importance of the information industry in today's world. The smallest library represents a function capable of making a large impact if

The librarian informs the agency staff of the possibilities of retrieving this information

Is alert to the current and future needs of the agency staff and

Provides a visible service for agency members

In order to maintain this ability to be effective and adept in information retrieval and in other services, the librarian should

Develop contacts with librarians at the state, regional, and agency level so that changes in collections, new technologies, and trends in librarianship will be transmitted as soon as possible.

An agency library may be limited in size of collection, but the librarian who uses organization skills, establishes good public relations, and offers interlibrary loan services can prove to be essential and indispensible to that agency.

VI

APPENDICES

Appendix 1

Local and State Resources

Michigan Department of Education
State Library Services
P.O. Box 30007
735 East Michigan Avenue
Lansing, MI 48909
(517) 373-1593

State Law Library
Law Building
P.O. Box 30012
Lansing, MI 48909
(517) 373-0630

Michigan Department of State
History Division
Archives Unit
3405 North Logan Street
Lansing, MI 48909
(517) 373-0512

Council of State Agency Libraries

President - 1982

Bonnie Gasperini, Director
Library Services
Ypsilanti Regional Psychiatric Hospital
3501 Willis Road
Ypsilanti, MI 48197
(313) 434-3400

Vice President/President Elect - 1982

Paula Vincent, Librarian
Department of State Police
Office of Highway Safety Planning
111 South Capitol
Lansing, MI 48933
(517) 373-8011

President - 1981

Richard Hathaway
Michigan Department of Education
State Library Services
P.O. Box 30007
735 East Michigan Avenue
Lansing, MI 48909
(517) 373-1593

President - 1980

Sharon Reid
Senate Democratic Office
9th Floor - Farnum Building
Lansing, MI 48909
(517) 373-3330

Appendix 2

COUNCIL OF STATE AGENCY LIBRARIES

BY-LAWS

Article 1 — Name. The name of this organization is the Council of State Agency Libraries (COSAL).

Article 2 — Purpose. The organization shall exist for the purposes of encouraging and facilitating effective library service to state government agencies and shall be conducted as a not-for-profit organization and shall be both educational and scientific in purpose.

Article 3 — Powers. This organization shall have the power to represent the interests of state agency libraries, conduct studies, collect and support educational programs in furtherance of its purposes, collect and expend funds, hold and dispose of property, assess and collect dues from its members, accept grants, donations and contributions, deposit organization funds in interest-bearing accounts or certificates as may be necessary to effectuate its purposes and charge fees for publications and programs produced in connection with the stated purposes of the organization to defray the costs of the organization's activities.

Article 4 — Membership. Membership is open to anyone who provides library services within a state agency.

Article 5 — Officers.

Sec. 1 — Kind, Qualifications, and Tenure. The officers of this organization shall be a President, Vice President/President-Elect, and Secretary/Treasurer. Officers must be members in good standing of the organization. No officer shall hold more than one office at one time.

Sec. 2 — Election. The Vice President/President-Elect and the Secretary/Treasurer shall be elected annually by the organization.

Sec. 3 — Terms of Office.

Subsec. 1 — President. The Vice President/President-Elect shall become President of the organization at the close of the December meeting, one year following his or her election and shall serve a term of one year. Shall serve as ex-officio member of all committees; represent the organization on a state, regional, and national level; and perform all other duties usually associated with the office of President.

Subsec. 2 Vice President/President-Elect. The Vice President/President-Elect of the organization shall assume office at the close of the December meeting following his or her election and shall serve a term of one year. The Vice President shall chair meetings in the absence of the President, shall serve as program chairman, shall flip a coin in case of an election tie, and act as the alternate representative of the association.

Subsec. 3 Secretary/Treasurer. The Secretary/Treasurer of the organization shall assume office at the close of the December meeting following his or her election and shall serve a term of one year. The Secretary/Treasurer shall also distribute agendas and record and distribute minutes of meetings; maintain the mailing list and records of the organization; maintain financial records of paid membership; prepare and distribute invoices to the members 60 days before the beginning of the calendar year; shall prepare a written report to accompany the minutes of each quarterly meeting.

Sec. 4 Nominations. Nomination for officers of the organization shall be made by the Nominating Committee or by a written request from any active member.

Sec. 5 The Nominating Committee is a standing committee of the association.

1. The Nominating Committee will consist of not less than 3 nor more than 5 members in good standing.

2. The President will call for volunteers for the Nominating Committee at the May meeting. If none are forthcoming, the President will appoint committee members. Members need not be present at the meeting to be appointed.

3. Members of the Nominating Committee may not serve in successive terms.

Sec. 6 The responsibilities of the Nominating Committee:

1. Nominate at least 2 but not more than 3 candidates per office.

2. Prepare a slate of officers and circulate to the organization for consideration.

3. Each member in good standing shall be polled for acceptance of a position by the Nominating Committee.

4. Mail ballots and specify date for return of ballots.

5. Count ballots and prepare the election report for the November meeting.

6. Voting shall take place at least 30 days prior to the November meeting.

Sec. 7 Vacancies. In the event of a vacancy, the office shall be filled by a member selected by the Executive Board for the duration of the term of office.

Article 6 Executive Board.

Sec. 1 Composition. The Executive Board shall be composed of the officers of the organization and two At-Large members.

Sec. 2 Duties. The Executive Board shall have general supervision of the affairs of the organization between its business meetings, fix the time and place of the business meetings, make recommendations to the organization, and perform such other duties as specified herein.

Sec. 3 Powers. The Executive Board shall have sole power, on behalf of the organization or any of its committees to incur indebtedness, solicit funding, make public statements, issue public writings, and establish and maintain relations with other organizations and none of its acts shall conflict with action taken by the organization.

Sec. 4 At-Large Members.

Subsec. 1 Vacancies. In the event that a vacancy occurs, a replacement shall be appointed by the President for the duration of the term.

Subsec. 2 Election. At-Large Executive Board members shall be elected annually by the organization.

Subsec. 3 Nominations. Nominations for At-Large Executive Board members shall be made by the Nominating Committee or by a written request from any active member.

Sec. 5 Terms of Office.

Subsec. 1 Officers. Executive Board members who are organization officers shall serve a term on the Executive Board corresponding to the term of their office.

Subsec. 2 At-Large Members. At-Large Executive Board members shall assume office at the close of the November meeting following his or her election and shall serve a term of one year.

Article 7 Dues. Membership dues are payable on January 1. Any member who has failed to pay his or her dues by March 1 shall be dropped from the membership rolls. The amount of the dues shall be recommended by the Executive Board and voted upon by the membership at a regular membership meeting.

Appendix 2

Article 8 Membership Meetings.

Sec. 1 Number. There shall be a minimum of two membership meetings each year, with additional meetings called by the President or Executive Board as necessary.

Sec. 2 Voting. Any member in good standing is entitled to vote on matters brought before any membership meeting.

Sec. 3 Quorum. The members present at any membership meeting shall constitute a quorum.

Sec. 4 Procedure. Unless otherwise specified in the By-Laws, meetings will be conducted according to Robert's Rules of Order (latest edition).

Article 9 Committees and Representatives

Sec. 1 Creation. There shall be such committees and organization representatives to other organizations as determined by the Executive Board or by a majority vote of members present and voting at any membership meeting of the organization.

Sec. 2 Appointments. The President shall make all appointments of committee members and organization representatives.

Sec. 3 Reports. Each committee and organization representative shall submit a written annual report to the organization's Secretary/Treasurer.

Sec. 4 Conflicting Activities. No committee member or organization representative shall engage in any activity on behalf of the organization or any of its subunits in conflict with the objectives or activities of the organization.

Sec. 5 Removal. The President, with the approval of the Executive Board, may terminate the appointment of any committee member or organization representative.

Sec. 6 Term of Appointment. Unless otherwise specified by the President, all committee appointments are for a term of one year.

Article 10 Amendments. The By-Laws may be amended at any membership meeting of the organization by a two-thirds majority of the members present, provided that the proposed amendment has been presented in writing to the membership at least two weeks before the meeting.

Appendix 2

Article 11 Voting.

Sec. 1 Votes. The affairs of the organization, including elections, shall be conducted by the majority vote of members.

Sec. 2 Majority. Unless otherwise provided in the By-Laws, a majority vote consists of a majority of those members in good standing.

Article 12 Year. The organization's year shall be the calendar year, beginning on January 1 and ending on December 31.

REGION OF COOPERATION	CONTACT PERSON
BLUE WATER NETWORK OF LIBRARIES	Martha Walker Blue Water Library Federation 210 McMorran Blvd. Port Huron, MI 48060 telephone: 313/987-7323
CAPITAL AREA LIBRARY NETWORK	Kathleen Scripter Capital Library Cooperative 407 N. Cedar Mason, MI 48854 telephone: 517/676-2008
LAKELAND AREA LIBRARY NETWORK	Harriet Field Lakeland Library Cooperative 6C Library Plaza, NE Grand Rapids, MI 49502 telephone: 616/456-4426
UPPER PENINSULA INTERLIBRARY LOAN REGION	Ray Metz Northern Michigan University Library Marquette, MI 49855 telephone: 906/227-2260
LIBRARY COOPERATIVE OF MACOMB INTERLIBRARY LOAN REGION OF COOPERATION	CoraEllen DeVinney Macomb County Library 16480 Hall Road Mt. Clemens, MI 48044 telephone: 313/286-5750
MIDEASTERN MICHIGAN REGION OF COOPERATION	Eugene Griffel Mideastern Michigan Library Coop. 1026 E. Kearsley Flint, MI 48502 telephone: 313/232-7119
NORTHLAND INTERLIBRARY SYSTEM	Sue Williams Northland Library Cooperative 316 E. Chisholm Street Alpena, MI 49707 telephone: 517/356-1622
SOUTHWEST MICHIGAN LIBRARY NETWORK	Alida Geppert Southwest Michigan Library Coop. 200 S. Kalamazoo Avenue Paw Paw, MI 49079 telephone: 616/657-4698
WASHTENAW-LIVINGSTON LIBRARY NETWORK	Mary Croteau Huron Valley Library System WLLN 4133 Washtenaw Avenue Ann Arbor, MI 48107 telephone: 313/971-6056

REGIONS OF COOPERATION	CONTACT PERSON
WAYNE OAKLAND REGION OF COOPERATION	Dolores Hayden, Head Reference and Interlibrary Loan Wayne Oakland Library Federation 33030 Van Born Road Wayne, MI 48184 telephone: 313/326-8910
WHITE PINE LIBRARY NETWORK	Sue Hill White Pine Library Cooperative 4570 Lawndale Road Saginaw, MI 48603 telephone: 517/792-0001
SOUTHERN MICHIGAN REGION OF COOPERATION	Jeffrey Johnson Woodlands Library Cooperative 415 S. Superior, Suite A Albion, MI 49224 telephone: 517/629-9469
CENTRAL MICHIGAN INTERLIBRARY REGION	Joy Pastucha Central Michigan University Library Mt. Pleasant, MI 48859 telephone: 517/774-3244
MID-MICHIGAN LEAGUE REGION OF COOPERATION	Donald A. Best Mid-Michigan Library League 411 South Lake Street Cadillac, MI 49601 telephone: 616/775-6541
DETROIT ASSOCIATED LIBRARIES REGION OF COOPERATION	Lesley C. Loke Detroit Public Library 5201 Woodward Avenue Detroit, MI 48202 telephone: 313/833-1000

Appendix 3a

8/4/81

Michigan Department of Education
Bureau of Libraries and Adult Extended Learning

STATE LIBRARY SERVICES

STATEWIDE INTERLIBRARY LOAN
MULTI - TYPE
REGIONS OF COOPERATION

1. Upper Peninsula Region of Cooperation
2. Northland Interlibrary System
3. White Pine Library Cooperative
4. Blue Water Network of Libraries
5. Mideastern Michigan Region of Cooperation
6. Lakeland Area Library Network
7. Capital Area Library Network
8. Washtenaw-Livingston Library Network
9. Wayne Oakland Region of Cooperation
10. Library Cooperative of Macomb Region of Cooperation
11. Southwest Michigan Library Network
12. Southern Michigan Region of Cooperation
13. Central Mich. Interlibrary Region
14. Mid-Michigan League Region of Cooperation
15. Detroit Associated Libraries Region of Cooperation

Appendix 4

FILING CATALOG CARDS

1. ALA Rule 1 Arrange all entries alphabetically, word by word. The word is the unit rather than the letter. Follow the general principle of arranging nothing before something:

Thus - word by word:

New Amsterdam
New England
New wives for old
Newark
Newman, L.

Examples of letter by letter:

New Amsterdam
Newark
New England
Newman, L.
New wives for old

2. ALA Rule 4 In a title, disregard the initial articles "a", "an", and "the" but consider them when they fall within the line:

Thus:

The boy
The boy and his pets
A boy at Gettysburg
Boy behavior
Boy of the first empire
Boy of yesterday

3. ALA Rule 20 Arrange entries under a personal or corporate author's name first by author followed by works about the author, then continue with other entries beginning with the same word interfiled alphabetically. This brings all authors with the same surname together:

Thus:

Bell, Alexander Graham	by
BELL, ALEXANDER GRAHAM	about
Bell, William Hansell	by
BELL, WILLIAM HANSELL	about
Bell, book and candle	title
A bell for Ursli	title

4. ALA Rule 26 Under an author's name, arrange cards in two groups. First, all cards for a person as author, joint author, compiler, editor, illustrator, etc., subarranged alphabetically by the title of the book.

(1.) Shakespeare, William
Complete plays and poems

(2.) Shakespeare, William
Hamlet

(3.) Shakespeare, William
Macbeth

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Second, all cards for works about the author subarranged alphabetically by the main entry of the book.

(4.) SHAKESPEARE, WILLIAM
Chute, Marchette G. Introduction to Shakespeare

(5.) SHAKESPEARE, WILLIAM
Lamb, Chas. Tales of Shakespeare

(6.) SHAKESPEARE, WILLIAM
Neilson, Wm. A. Facts about Shakespeare

5. ALA Rule 5

(a) Arrange initials, single or in combinations, as one-letter words, before longer words beginning with the same initial letter, wherever they occur in an entry. Interfile entries consisting of initials plus words with entries consisting of initials only.

(b) Arrange initials standing for names of organization as initials not a abbreviations, i.e. not as if spelled in full.

(c) Arrange inverted initials standing for author's names alphabetically with other initials, disregarding the inversion and the punctuation.

Example (a) -- (c):

A.
A.A.
AAAA
AAA Foundation for traffic control
AAAS Conference of Science Teaching...
AACE
A., A.J.G.
A apple pie
Aa, Pieter van der
Aabel, Marie

6. ALA Rule 25

Arrange given name entries as follows:

1. Disregard a numeral following a given name except when necessary to distinguish between given names with the same designation. Arrange first alphabetically by the designation, then when there is more than one numeral, numerically by the numeral:

Charles V, Emperor of Germany
Charles II, King of France
Charles I, King of Great Britain
Charles II, King of Great Britain

7. ALA Rule 6

Arrange abbreviations as if spelled in full: Dr., Mr., as Doctor, Mister. St., N.Y., U.S., as Saint, New York, United States, etc., except Mrs. which is arranged as spelled.

Thus:

Dr. Jekyll and Mr. Hyde
Dr. Luke

Mr. Emmanuel
Mitchell, Margaret
Mrs. Miniver

If an abbreviation is not well known, make a cross reference from the abbreviation to the full form:

A.L.A.
See American Library Association

8. ALA Rule 7 Treat contractions and elisions as one word; for example: boy's as boys, who's as whos.

Thus:

Who killed Cock Robin?	D'Angelo, Pascal
Who'd be king?	L'Aiglon
Who's who	O'Brien

9. ALA Rule 14 Arrange names with prefixes (De, La, Le, Van, etc.) as one word thus:

La Farge		Van Bibber
Lafayette	and	Vanbraugh, Sir John
La Fontaine		Van Buren, Martin

10. The prefixes "M" and "Mc" are filed as if spelled "Mac" thus:

McAdams, W.
MacArthur, Douglas
McBride, Ernest
M'Carty, D.
MacDonald, James
Macdonald, Zilla

11. ALA Rule 13 Arrange compound words and hyphenated words as separate words thus:

Prentice, William	Flies
The Prentice	Fly-rod casting
Prentice-Hall, Inc.	Flying saucers
Prentice-Hall, W.	

12. ALA Rule 9 Arrange numerals in titles as if they were spelled out in full thus:

1984	(Nineteen hundred eighty-four)
19th century poets	(Nineteenth century...)
101 alphabets	(One hundred one...)
1,000,000 delinquents	(One million...)
1 X 1	(One times one)

13. ALA Rule 8 Arrange signs and symbols according to the following rules:

(a) Disregard signs such as "or---," at the beginning or within titles and arrange by the word following the signs thus:

And another thing	And so ... accounting
--- and beat him when he sneezes	And they shall walk

(b) Arrange the ampersand (&) as "and", "et", "und", etc. according to the language in which it is used thus:

Art and beauty
Art & commonsense
ART AND INDUSTRY

L'art et la beaute
L'art & la guerre
L'art et les artistes

(c) Arrange signs and symbols that are ordinarily spoken as words as if they were written out, in the context of the title, in the language of the rest of the title:

$$$ and sense	Dollars and sense
% of gain	Percent of gain
$20 a week	Twenty dollars a week
2 X 2 = five	Two times two equal five

14. (a) ALA Rule 36C Arrange subdivisions of a subject after the main heading in alphabetical order. Note: in subjects with period-in-time divisions, the period divisions precede the subject divisions thus:

U.S. - ARMED FORCES
U.S. - DESCRIPTION AND TRAVEL
U.S. - FOREIGN RELATIONS-TREATIES
U.S. - HISTORY-COLONIAL PERIOD
U.S. - HISTORY-KING PHILIP'S WAR 1675-1676
U.S. - HISTORY-REVOLUTION
U.S. - HISTORY-CIVIL WAR
U.S. - HISTORY-CIVIL WAR

Chronological arrangement under "-HISTORY" precedes alphabetical arrangement under "-HISTORY".

U.S. - HISTORY-ADDRESSES AND ESSAYS
U.S. - HISTORY-DRAMA
U.S. - HISTORY-POETRY
U.S. - HISTORY-STUDIES AND TEACHING

U.S. - IMMIGRATION
U.S. - POPULATION
U.S. - SUPREME COURT

14. (b) The above rule applies to other main headings where period divisions are used thus:

ENGLISH FABLES	and	AMERICAN LITERARY ESSAYS
ENGLISH FICTION		AMERICAN LITERATURE
ENGLISH FICTION - 18th CENTURY		AMERICAN LITERATURE-COLONIAL PERIOD
ENGLISH FICTION - 19th CENTURY		AMERICAN LITERATURE-18th CENTURY
ENGLISH FICTION - 20th CENTURY		AMERICAN LITERATURE-19th CENTURY

15. ALA Rule 35C File "see-also" cards before all other cards which are headed by the same word or phrase thus:

DISARMAMENT
see-also
Arbitration, International

DISARMAMENT
Geneva Institute of International Relations
Problems of Peace, Third Series

DISARMAMENT
Green, Wage
Disarmament, the challenge of civilization

DISARMAMENT
Parkin, Frank
Middle Class Radicalism

Source of preceding rules:

ALA rules for filing catalog cards. 2nd Edition abridged.
c1968 paper $2.00

U.S. Government Books Catalog

Nearly 1000 of the Government's bestsellers to choose from.

Please send me a free copy of your new "U.S. Government Books" catalog

Company or Personal Name

Additional Address/Attention Line

Street Address

City State ZIP Code

(or Country)

Occupation/Field of Interest

Place Stamp Here

New Catalog
Government Printing Office
Washington, D.C. 20402

DEPARTMENT OF CIVIL RIGHTS

Appendix 6a

MEMORANDUM

DATE July 9, 1982

TO: Jeffrey Jenks, Deputy Director
Research, Evaluation and Data Systems Bureau

FROM: Ellen McCarthy, Librarian

SUBJECT: HIGHLIGHTS - JUNE 1982

1. Attended State Library committee meeting on microcomputers.

2. Librarian, who is chairperson of the Public Access to Law Committee of the Michigan Association of Law Libraries, made a presentation on public access to law activities in Michigan at the 75th annual meeting of the American Association of Law Libraries.

3. Met with Marija Hughes, Chief Librarian, U.S. Commission on Civil Rights and agreed to exchange bibliographies, reports, etc.

4. Updated "Chronology of Expansion of Civil Rights Jurisdiction in Michigan."

5. Library packet distributed to staff and commission.

6. Updated bibliography on sexual harassment.

7. Assisted in writing sections of HUD proposal establishing a data/information center for fair housing groups in Michigan and establishing an on-line legal research support system for litigating fair housing cases.

8. Updated "Legal Resources Available in the Michigan Department of Civil Rights Library."

Appendix 6b

MONTHLY STATISTICS WORKSHEET

MATERIALS LOANED OUT:	MATERIALS RETURNED:
Total: Exec: Mgt/Sup: Other Staff: Outside Agency:	

COPIES OF ARTICLES REQUESTED:

MATERIALS ORDERED:	MATERIALS RECEIVED:
State Jobber:	State Jobber:
Direct:	Direct:
GPO:	GPO:

JOURNALS ORDERED/RENEWED:

LETTER REQUESTS MADE:	LETTER REQUESTS RECEIVED:
SENT TO CATALOGING:	RETURNED FROM CATALOGING:
WITHDRAWALS:	

INTERLIBRARY LOAN REQUESTS MADE:	ILL REQUEST RECEIVED:
Books:	Books:
Journal Articles:	Articles:

Persons in Library:

(We have recently begun to keep track not only of how many people come into the library, but who they are, what bureau or agency they're from, and if they're from our staff, rank within dept.)

These statstics are kept primarily for the use of the librarian. They may be compiled into a formal report at the request of the Deputy Director of the REDS Bureau.

Appendix 7

TABLE IV-1*

TABLE OF FREQUENTLY USED MEASUREMENTS FOR LIBRARY SPACE PLANNING

LIBRARY MATERIALS:

SHELVING CAPACITY:

Assuming 8 volumes per lineal foot of shelf:

each 3 foot shelf will contain	24 Vols.
each single faced unit containing 7 shelves will hold	168 Vols.
each double faced unit containing 7 shelves will hold	236 Vols.
each single faced unit containing 5 shelves (60" shelving)	120 Vols.
each double faced unit containing 5 shelves (60" shelving)	240 Vols.
each single faced unit containing 3 shelves (42" or counter height shelving) will contain	72 Vols.
each double faced unit containing 3 shelves (42" or counter height shelving) will contain	144 Vols.
Reference books should be calculated at	5-7 Vols./Ft.
Bound periodicals should be calculated at	5-7 Vols./Ft.
Art books should be calculated at	6-7 Vols./Ft.
Disc recordings shelved vertically on shelves or in bins	6 discs/inch
16mm films, assorted sizes, stored on film shelving with 6 shelves per unit	100 films

VOLUMES PER SQ. FT. FOR TRADE BOOKS SHELVED ON DOUBLE FACED 90" STACK:

Using 5 shelves (top and bottom shelves left vacant for expansion)	10 Vols./Sq.Ft.
Using all 14 shelves, each 2/3 full (average 16 vols./shelf)	15 Vols./Sq.Ft.
Using all 14 shelves and averaging 24 Vols. per shelf (maximum working capacity)	22 Vols./Sq.Ft.

NUMBER OF USABLE SHELVES PER SINGLE FACED SECTION OF 90" STACK:

Trade books	7 shelves
Reference books	5-6 shelves

*Measurements given in this table are from various sources and are suggested only for approximating space requirements. Actual space will vary depending upon manufacturer and layout details.

Appendix 7

TABLE IV-1 (cont.)

Bound periodicals	5-6 shelves
Art and oversized books	5-6 shelves
SPACE OCCUPIED BY SHELVING: (No allowance for transverse aisles)	
Single faced section with 3 ft. aisle	12 Sq. Ft.
Double faced section with 3 ft. aisle	15 Sq. Ft.
Single faced section with 4 ft. aisle	15 Sq. Ft.
Double faced section with 4 ft. aisle	18 Sq. Ft.
SEATING:	
At tables	25 Sq. Ft./seat
Informal (lounge)	40 Sq. Ft./seat
Reading or study carrel	25-30 Sq. Ft./seat
In conference room around table	25 Sq. Ft./seat
Multipurpose room or auditorium seating	6-10 Sq. Ft./seat
Audio Visual carrels (single seat carrel)	30-35 Sq. Ft./seat
Typing Carrel	30-35 Sq. Ft./seat
Microfilm reader	25-30 Sq. Ft./seat
FILES: (Allowing space for extension of drawer plus user in front of file, but no aisle space on sides or back of file)	
Lateral files (42" drawer)	21 Sq. Ft.
Letter file	8½ Sq. Ft./file
Legal file	10 Sq. Ft./file
Jumbo file (picture file)	12½ Sq. Ft./file
Microfilm file cabinet	14 Sq. Ft./file
Card Catalogs: One free standing 72-drawer catalog with 3 ft. aisle on either side and space for drawer extension and user in front	45 Sq. Ft.
Flat files for maps, etc., with drawer extension and aisle	35 Sq. Ft.
One 72 drawer card catalog without allowance for aisle space on either side but with room for drawer extension and user in front	21 Sq. Ft.
MISCELLANEOUS LIBRARY FURNITURE ITEMS:	
Free standing dictionary and atlas stands with aisle space on 3 sides and user in front	25-32 Sq. Ft.
Index table (4' x 9") allowing 3 users per side-	140 Sq. Ft.

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Appendix 8

Sources of Equipment and Supplies

Brodart, Inc.
1609 Memorial Avenue
Williamsport, PA 17701

Demco Educational Corp.
Box 7488
2120 Fordem Avenue
Madison, WI 53707

Gaylord Bros., Inc.
P.O. Box 4901
Syracuse, NY 13221

Highsmith Co., Inc.
P.O. Box 25
Highway 106 East
Fort Atkinson, WI 53538

Library publications will list other suppliers.